

ECDB

EQUAL Common Database

User's Guide

Version 1.3

European Commission
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ECDB

EQUAL common database

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1. Functionalities: how can the database be consulted?

1.1 Searching for a DP

The ECDB can be questioned by carrying out two types of search: Full text search and/or Advanced search.

1.1.1 Full text search

Allows you to make queries on the basis of any string of letters (key words) in all the data base fields (Text box: "All context"). The text box allows enquiries restricted to specific elements of a DP description (e.g. in the DP Objectives, in the DP Innovation ...). The [Refine](#) button allows new criteria to be introduced and to search in the results of the preliminary search. The "Round" box allows to restrict the search to DPs from the first (2001) or the second (2004) round.

A series of symbols or operators can be useful for searching.

Symbol/ Operator	Description	Syntax
%	The percent wildcard specifies that any characters can appear in multiple positions represented by the wildcard. <i>Ex: Seeking the sequence "artist%" can, thanks to the wildcard "% ", bring back various results: "artist, artists, artistique, artiste, artistry, artista, artistico, etc "</i>	
_	The underscore wildcard specifies a single position in which any character can occur. <i>Ex: seeking the sequence "_ing" brings back the results "king, sing, ring, etc.)</i>	
AND	Use the AND operator to search for documents that contain at least one occurrence of each of the query terms.	Term1 AND term2
OR	Use the OR operator to search for documents that contain at least one occurrence of any of the query terms. <i>E.g.: the sequence "handicap% OR disab% " make it possible to search, in an operation and in several languages, for various occurrences relating to the disability issues.</i>	Term1 OR term2
NOT	Use the NOT operator to search for documents that contain one query term and not another.	Term1 NOT term2
{ }	Specific characters or symbols (and, or, not, %, -, _, ?, ~, , \, &, etc) are reserved for in depth search. Use curly brackets to invalidate a string or symbol. Everything within a set of curly brackets is considered part of the sequence rather than as an operator. <i>Ex : "Co-operation" gives no result but "{co-operation}" gives correct results. Similarly, to find the British project : "Ukgb-70", it will be advisable to introduce the sequence: "{Ukgb-70}"</i>	{term}

1.1.2 Advanced search

"Advanced" search allows enquiries on the basis of more precise criteria by combining various filters (Round, Country, Theme, Activities...), at the full text search function. To activate a filter, tick the text box (☑). For each filter a drop-down menu makes it possible to choose one or more element(s). To select several elements simultaneously, maintain the CTRL key while clicking on the various elements.

Within a filter, a logical "OR" is placed between the various elements; between the various filters a logical "AND" is placed.

In combined or advanced search, the use of the full text search is optional. The ["Refine"](#) button makes it possible to carry out additional full text searches in the results obtained, by keeping the same filters.

1.1.3 Search results

According to the search criteria used, a list of DPs appears (possibly on several pages) showing the title, the n° of the EQUAL theme, the year of launching of the DP and its identifier. Clicking on the latter, one can have access to the complete description of a DP.

1.2 Searching for a TCA

Only "full-text" search is available to seek information on the "[Transnational Co-operation Agreements](#)" (TCA) concluded between DPs of various Member States. Functionalities are identical to those described for the DP search.

To find a specific TCA on the basis of its identification number (TCA Id.), introduce its number followed by "%". So, to find the TCA n° 369, type "369%" in the "Full text search" box.

1.2.1 Search results

According to the search criteria used, a list of TCAs appears (possibly on several pages) showing the title, the year the last version of the TCA was in force and its identifier. Clicking on the latter, one can have access to the complete description of a TCA.

2. Content : how decode the DP data sheet

Sheets show the data provided by the DPs to their responsible national authorities and transmitted by these, after validation, at European level. The sheet of a DP presents, as a general rule, only the headings available (completed) for the DP concerned and within these headings only the values or information retained for the ECDB.

The posting of languages depends on the preferences of the user and on availability: for the closed fields, information is available in 11 languages; at the top of the "text" fields, the indication "*Text available in* " followed by the language codes allows access by hyperlink to the existing language versions (situated at the end of the sheet).

The top navigation bar makes it possible to move more easily between the various headings on the sheet.

2.1 Basic information

DP Managing organisation:	The 'lead partner' responsible for administrative and financial tasks.
Other national partners:	List of the initiating or confirmed DP partners. Hyperlinks allow to jump to their details.
EQUAL theme:	Indicates the main theme ("budgetary measure") on which the DP is financed. There is 9 themes: <ul style="list-style-type: none">• Employability - (Re-)integration to the labour market• Employability - Combating racism• Entrepreneurship - Business creation• Entrepreneurship - Social economy• Adaptability - Life long learning• Adaptability - Adaptation to change and NIT• Equal opportunities - Reconciling family and professional life• Equal opportunities - Reducing gender gaps and desegregation• Asylum seekers
Type of DP:	Indicates if the DP main activity is structured on a geographical or sectoral basis. The different items are: <ul style="list-style-type: none">• Geographical - Rural area• Geographical - Urban area• Geographical - Other• Sectoral - Agriculture• Sectoral - Industrial

	<ul style="list-style-type: none"> • Sectoral - Services • Sectoral - Specific discrimination and inequality problems <p>For geographical DPs, one or more administrative entities can be indicated representing the maximum development area of the DP (NUTS code, level 3).</p>
DP Legal status:	<p>The different items are:</p> <ul style="list-style-type: none"> • Association without legal form • Non-profit-making organisation • Other
DP identification:	<p>Country code followed by a specific number for each DP transmitted by the national databases. The different country codes are:</p> <ul style="list-style-type: none"> • AT - Austria • BEfr - Belgium (fr & de) • BEnl - Belgium (nl) • CY - Cyprus • CZ - Czech Republic • DE - Germany • DK - Denmark • EE - Estonia • ES - Spain • FI - Finland • FR - France • GR - Greece • HU - Hungary • IE - Ireland • IT - Italy • LT - Lithuania • LU - Luxembourg • LV - Latvia • MT - Malta • NL - Netherlands • PL - Poland • PT - Portugal • SE - Sweden • SI - Slovenia • SK - Slovakia • UKgb - UK-Great Britain • UKni - UK-Northern Ireland
Application phase:	<p>The different items are:</p> <ul style="list-style-type: none"> • In selection process • Selected (action 1) • Transnational Co-operation confirmed (action 2) • DP ended (end of EQUAL financing)
Selection date:	Date on which the DP has been selected to take part in Action 1 or Action 2.
Last update:	Date of the last change made by the Member State in the DP description.
Monitoring	<p>For each year the DP was in activity, additional annual monitoring information should be provided six month after the end of the year. It concerns:</p> <ul style="list-style-type: none"> • the number of beneficiaries; • the breakdown of expenditure by activities; • a short report on the national and transnational activities during the year and on the networking at national and European level.

2.2 Rationale

Reasons for the establishment of the partnership, diagnosis of the problem being tackled and explanation of the way in which the specific needs of all of the potential beneficiary groups will be taken into account.

2.3 Objectives

DP objectives, summary work programme, nature of activities to be implemented.

2.4 Innovation

2.4.1 Nature of the experimental activities to be implemented

This field aims to classify the various types of experimental activities which will be implemented.

The various experimental activities of EQUAL are broken down into two categories:

- (a) human resource development activities in the form of assistance to persons (training, adaptation of aptitudes, direct aid...)
- (b) activities of assistance to systems, to structures (improvements in vocational education, teacher training, improvement of the effectiveness of the employment services, development of relations between industry and education, training and research organisations...); accompanying activities (e.g. socio-pedagogic), awareness-raising...

Stars indicate the importance or the intensity of the activity: nothing, a little (*), some (**), a lot (main activity ***), a great deal (unique activity ****). The types of activities are:

1° Assistance to persons

- Guidance, counselling
- Training
- Training on work place
- Work placement
- Job rotation and job sharing
- Employment aids (+ for self-employment)
- Integrated measures (pathway to integration)

2° Assistance to the structures and to the systems & accompanying activities

- Employment creation and support
- Training of teachers, trainers and staff
- Improvement of employment services, Recruitment structures
- Conception for training programs, certification
- Anticipation of technical changes
- Work organisation, improvement of access to work places
- Guidance and social services
- Awareness raising, information, publicity
- Studies and analysis of discrimination features

2.4.2 Type of innovation

- Process-oriented: Development of new methods, new tools or new approaches, as well as the improvement of existing methods.
- Goal-oriented: Innovations connected to the objectives pursued. Approaches seeking to identify promising new qualifications as well as opening up new employment possibilities.
- Context-oriented: Referring to political and institutional structures, development of systems relating to the labour market

2.4.3 Description

Explanation of the innovative and experimental nature of the activities.

2.4.4 Budget

When the DP is in Action 1: indicative budget requested for the Actions 1 and 2 (national budget + ESF budget); when the DP is in Action 2: total DP budget for the Action 2 (national + ESF).

Values are:

- < 250.000 €
- 250.000 –500.000 €
- 500.000 –1 000.000 €
- 1 000.000 –1 500.000 €
- 1 500.000 –2 000.000 €
- 2 000.000 –5 000.000 €
- > 5 000.000 €

2.5 Beneficiaries

2.5.1 Assistance to persons

If the DP implements activities of direct assistance to persons, it establishes, initially, a projection of the total population targeted by all its activities (100). This population of 100 (with x% of men and y% of women) will be successively divided 5 times according to the various categories.

Successive distribution in 5 categories makes it possible to obtain information on the basis of 6 different criteria: the breakdown of the population in terms of gender (M/F), in terms of employment/unemployment, of racial discrimination, of disability, of specific discriminations and of age.

Logically, the distribution between men and women should be identical in all the categories.

2.5.2 Assistance to structures and to systems & accompanying activities

Assistance to the "ultimate" beneficiaries is in this case indirect since the implemented activities aim to support those who give direct assistance to the ultimate beneficiaries.

Consequently one seeks to identify the beneficiaries on a more thematic basis, i.e. those who are victims of discrimination and inequalities in the field of unemployment, of employment, of asylum, on a sexual or racial basis, or because of disability or low qualifications...

A scale makes it possible to point out DP intervening in one or the other field, a little (*), some (**), a lot (main intervention field***), a great deal (unique intervention field****).

The various values are:

- Unemployment
- Discrimination and inequality in employment (only round 1)
- Racial discrimination
- Asylum
- Disabilities
- Low qualification
- Gender discrimination
- Other discriminations (only round 1)
- Support to entrepreneurship
- Age
- Sexual orientation
- Religion

2.6 Empowerment

In a literal sense, empowerment means "giving power". In EQUAL, the concept is approached at the level of the beneficiaries and is extended to all the DP actors by encouraging a balanced power sharing and the participation of all.

2.6.1 With the beneficiaries

In addition to description of the practices of participation with the recipients, several choices are possible among following:

- Promoting individual empowerment
- Developing collective responsibility and capacity for action

- Participation in the project design
- Participation in running and evaluating activities
- Changing attitudes and behaviour of key actors

2.6.2 Between national partners

Description of the decision-making process and of the relation between the various partners.

2.7 Transnationality

The "transnationality" heading shows different information according to whether the DP concerned is in Action 1 or 2.

2.7.1 DPs selected (Action 1)

Delivered information has to make it possible to prepare transnational co-operation between DP. A preliminary indication points out if the DP is still open to new transnational contacts and specifies the types of co-operation envisaged by means of increasing coding: a little (*), some (**), a lot (***), a great deal (****). values are:

- Exchange of information and experiences
- Parallel development of innovative approaches
- Import, export or adoption of new approaches
- Joint development
- Exchange of trainees/trainers/staff

Following a possible description of the expectations as regards transnational co-operation, linguistic abilities within the DP as well as the percentage of the budget which should be devoted to transnational co-operation.

2.7.2 DPs confirmed (Action 2)

In addition to the linguistic abilities of the DP and the share of its budget reserved for transnational co-operation, a hyperlink makes it possible to reach one or more "transnational co-operation Agreements (TCAs)" in which the DP is involved.

2.8 Context

Indicates if one or more DP members (national partners) benefited from financing via the ADAPT or EMPLOYMENT Initiatives during the previous programming period, or by EQUAL during the first round. Values are:

- One partner involved in A/E/E
- Two and more partners involved in A/E/E
- Nobody involved in A/E/E

The DP in Action 1 can also specify if the majority of the DP initiators have already previously undertaken joint activities of the type of those that they will develop under EQUAL; if so, recently (in the last two years) or longer ago?

2.9 National partners

A first table summarises the list of the national partners members of the DP and indicates which should be contacted for the various responsibilities.

2.9.1 Development partnership agreement

For the DPs in Action 2 the DP Agreement foresees different elements: - an evaluation of the current situation in terms of labour market exclusion, discrimination and inequality; - objectives and priority activities; a work programme and budget; - a clear identification of the role of each partner; a permanent evaluation mechanism; - the commitment taken by the partnership to participate in Action 3; - the strategy and practical steps envisioned for incorporating equal opportunities between men and women. Several elements from this list are included in previous fields. Under the heading "DP Agreement" can be found a summary of the additional

elements contained in the agreement concluded between the various partners. A hyperlink could lead to annexes.

2.9.2 *The individual data sheets for national partners*

For each national partner, various information is submitted:

Name, acronym, address, web site, phone, fax, electronic mail

Type of organisation	<p>The various values are:</p> <ul style="list-style-type: none"> • Public authority (national, regional, local) • Enterprise • Employers' organisation • Trade Union • Financial institution • Chamber of commerce/industry/crafts • Organisation providing support and guidance for disadvantaged groups • Employment services • Social economy enterprise • Social services • Education / training organisation • University / Research organisation • Structure managing the DP • Other
Legal status	<p>The various values are:</p> <ul style="list-style-type: none"> • Public organisation • Non-profit private organisation (including NGO...) • Semi-public organisation • Union, Confederation... • Co-operative • Private • Without legal status
Size	<p>The total number of people regularly working in the body (whatever their status)</p> <ul style="list-style-type: none"> • < 10 • 10-50 • 50-250 • > 250
NUTS code	Indicates the participation of an administrative entity at NUTS coding level 3
Date of arrival/of departure	Gives the dates during which the partner concerned was an active member of the DP.
Description	This field aims to give additional information on the identity and the principal activities of the partner
Person (s) of contact	Contact details of possible contact persons
Last update	Date of the latest change made by the Member State in the partner's description